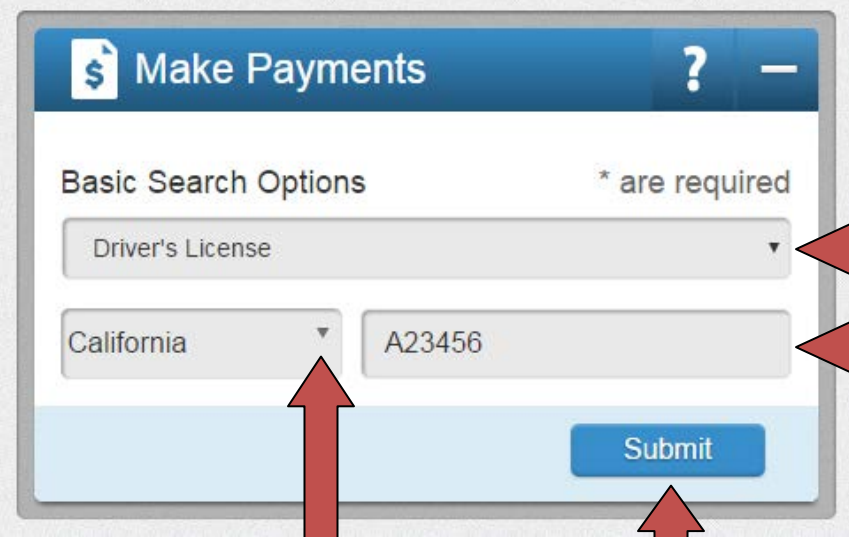


How To Check On A Citation

From the *Santa Cruz Superior Court Online Services* Page, please follow these steps to see if your citation has been processed and is ready for you to address it...



The screenshot shows the 'Make Payments' search form. It has a title bar with a dollar sign icon and a question mark. Below the title bar is a section titled 'Basic Search Options' with a note that '* are required'. There are three input fields: a dropdown menu for 'Driver's License', a dropdown menu for 'California', and a text box containing 'A23456'. A blue 'Submit' button is at the bottom right. Red arrows point to the 'Driver's License' dropdown, the 'California' dropdown, the 'A23456' text box, and the 'Submit' button.

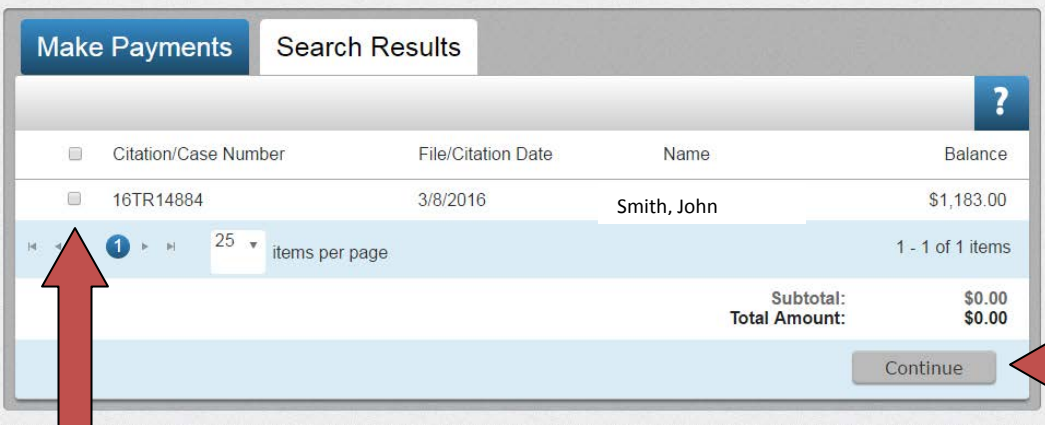
Step 1 - Select the driver's license option from the pull down menu by clicking the small downward arrow.

Step 2 - Select the state of issuance for the license from the pull down menu .

Step 3 - Enter your driver's license number.

Step 4 - Click the *Submit* button.

The search results will display your citation with a case number if it has been processed. You may see multiple citations if you have received other citations in the past. Select the one that you want to view.

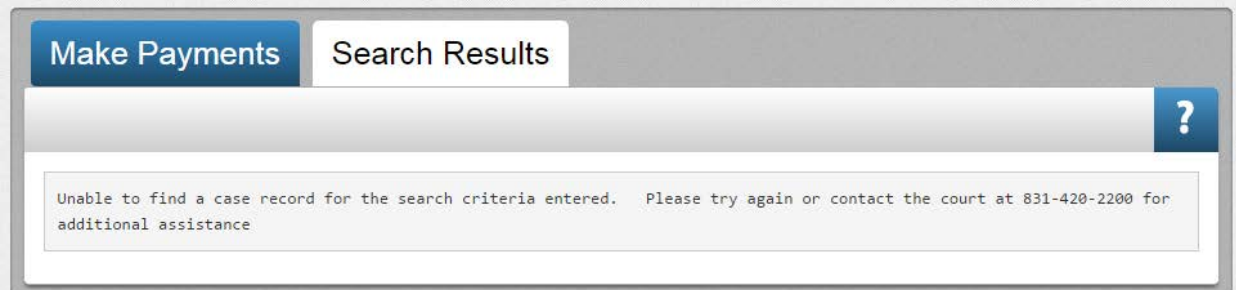


The screenshot shows the 'Search Results' page. It has a table with columns: Citation/Case Number, File/Citation Date, Name, and Balance. The table contains one row: 16TR14884, 3/8/2016, Smith, John, \$1,183.00. Below the table is a pagination bar with '1' selected, '25' items per page, and '1 - 1 of 1 items'. A 'Continue' button is at the bottom right. Red arrows point to the checkbox next to the case number and the 'Continue' button.

Step 1 - Click the checkbox next to the case number that has been assigned to the citation.

Step 2 - Click the *Continue* button

If instead you receive the following message, then your citation is probably not yet processed.



The screenshot shows an error message in a box: 'Unable to find a case record for the search criteria entered. Please try again or contact the court at 831-420-2200 for additional assistance'.

It generally takes three weeks to process citations. You should contact the court if you have not received a courtesy notice after three weeks time. You may call the court at 831-420-2200 to check on a citation. Wait times may be long so you should only call after waiting three weeks to receive your courtesy notice or if you have changed your address since receiving the citation and need to provide new contact information n to the court. Thank you.